City of Duluth
2013 Retiree/Survivor Health & Dental Open Enrollment Guide

Benefit Elections for Plan Year
January 1 through December 31, 2013

Deadline for submitting forms:
Monday, November 26, 2012, at 4:30 p.m.

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City of Duluth
Human Resources Office

411 West First Street • Room 313 • Duluth, Minnesota • 55802-1195
218-730-5210 • Fax: 218-730-5906 • www.duluthmn.gov/employment

November 13, 2012

Re: 2013 Open Enrollment (November 13 through November 26, 2012, 4:30 p.m.)

Dear Retiree/Survivor Health and Dental Plan Participant:

We are pleased to provide you with your 2013 Open Enrollment material, which includes a significant enhancement to your current health care coverage. As you know, providing quality health care coverage to all of our employees and retirees is a priority for the City of Duluth, the Duluth Airport Authority (DAA), the Duluth Entertainment and Convention Center (DECC), the Housing Redevelopment Authority (HRA), and the Board members of the Duluth Joint Powers Enterprise (JPE) Trust. This commitment to providing quality coverage is balanced by our joint concerns for maintaining costs at a reasonable level. Together, we have worked hard to ensure that both of these priorities are met.

Summary of Open Enrollment Highlights for 2013:

- Medicare Supplement Plan offering effective January 1, 2013
- Dental premium rates remain unchanged from last year

Medicare Supplement Plan Offering

Medicare-eligible members will be transitioned from the current HealthPartners Plan 3A to a fully-insured HealthPartners Medicare Supplement Plan. Members responsible for payment on all or part of the premium will notice the cost in 2013 is significantly lower than the current Plan 3A. If you are a Medicare-eligible retiree or dependent, please refer to your Open Enrollment Guide for details regarding the plan and transition details that may affect you. ***If you are not a Medicare-eligible retiree, please contact the Human Resources Office immediately.***

Medicare Part A and Part B

Please be reminded that all Medicare-eligible members must sign up for Part A and/or Part B when first eligible; thereafter, you can sign up during the Medicare Open Enrollment period – January 1 through March 31 each year. ***Medicare Parts A and B are required for Medicare-eligible members.*** For further information regarding eligibility and enrollment, please contact our local Social Security Administration office at (218) 727-1193 (toll-free at 1-800-772-1213), or you can obtain information online at www.ssa.gov. If you have not worked enough quarters to qualify for Medicare Part A, please call the Retiree Transition Hotline at 1-877-635-9314 for further instructions.

Dental Plan

The 2013 dental premium rates remain unchanged from last year.

Retiree Open Enrollment Meeting

Representatives from HealthPartners and CBIZ will be in attendance during the Retiree Open Enrollment Meeting to answer your questions. Human Resources representatives will also be available to assist with questions or completion of your Benefits Enrollment Form.

Date	Time	Location
Wednesday, November 14, 2012	**12:30 – 2:00 p.m.**	**DECC - Gooseberry Falls Room 3 (City Side Convention Center)**
Free Parking will be available. **Please use Entrance B** Stay on the ground floor and follow the posted signs to direct you to the designated location.		

Open Enrollment Deadline

You must complete a Benefits Enrollment Form if you wish to make any of the following changes to your current Dental Plan election:

- **Add or cancel a dependent's coverage**
- **Change your dental plan coverage from Low Option to High Option or vice-versa**

The Benefits Enrollment Form is due in the Human Resources Office (City Hall - Room 313) no later than 4:30 p.m. on Monday, November 26, 2012, in order to allow Human Resources staff sufficient time to accurately process benefit elections and communicate changes with benefit vendors for the coming year.

I encourage you to please carefully review and consider the information provided in the 2013 Open Enrollment Guide. Should you have questions or would like to request clarification on any of the plan options, our Human Resources representatives are happy to assist you.

Best regards,

K. Hall

Kim Hall, Manager
Human Resources, Healthcare, and Safety

Human Resources Office
(218) 730-5204
(218) 730-5197
(218) 730-5198

Annual Open Enrollment Period: November 13 - November 26, 2012

During Open Enrollment, you have the opportunity to change your current dental benefits election for the upcoming calendar year.

Health and Dental Payment Coupons for 2013

For plan participants who contribute to the cost of retiree medical and/or dental premiums, Genesis Employee Benefits will mail new payment coupons to participants' homes mid-December 2012.

Two Easy Steps for a Successful Open Enrollment

1. Gather Information

- ***Carefully review the information in your Open Enrollment Guide and packet:***
  - Available dental plan selections and 2013 monthly health and dental plan premiums

- ***Open Enrollment Meeting***
  - For your convenience, HealthPartners, CBIZ, and Human Resources representatives will be available to assist with Open Enrollment questions (see page 13 for details).

2. Enroll

- ***If you choose to keep your current dental coverage without making any changes, no action is necessary.***
- ***If you wish to add or remove dependents from your current coverage, or change your dental plan option, you will need to complete the enclosed Benefits Enrollment Form and submit it to the Human Resources Office no later than 4:30 p.m. on Monday, November 26, 2012.***

Plan Eligibility

Eligible Retirees

The collective bargaining agreements determine eligibility for retiree medical and dental benefits.

Eligible Dependents

Spouse

a.) Legally married opposite gender spouse; or
b.) Legally separated opposite gender spouse.

Dependent Child - birth through age 25 (up to the child's 26th birthday):

a.) An eligible child can include your unmarried or married biological child, legally adopted child or child placed for the purposes of adoption, foster child, stepchild or any other child state or federal law requires be treated as a dependent.
b.) A grandchild you claim as an exemption on your Federal income tax return and who is financially dependent upon you.
c.) A child of the subscriber who is required to be covered by reason of a Qualified Medical Child Support Order (QMCSO).

Key Changes for 2013

Medicare Supplement Plan effective January 1, 2013

The Duluth Joint Powers Enterprise (JPE) Trust approved the adoption of a Medicare Supplement Plan administered by HealthPartners for all Medicare-eligible members effective January 1, 2013. The benefits provided under this plan are equal to or better than the benefits you currently have under Plan 3A.

Because Medicare recognizes that HealthPartners does a better job of managing the members' health plan, Medicare agrees to pay HealthPartners a capitation amount every month for each enrolled participant. The cost savings of the Coordination of Benefits (COB) and the capitation results in a significant reduction in the premium needed. Under the Medicare Supplement Plan contract, all rates are pooled – no individual group is rated on its own but rather a rate is set (and approved by CMS) for the entire pool/community. The HealthPartners pool is made up of approximately 50,000 contracts, which allows for a very stable pool and risk calculation.

What does this mean for me?

All retiree health plan members who are Medicare-eligible and enrolled in Medicare Parts A and B will be automatically enrolled in the HealthPartners Medicare Supplement Plan (please refer to page 8 for a summary of the benefits). Under this arrangement, members must have both Medicare Parts A and B. Medicare pays primary on all Part A services and HealthPartners pays primary on all Part B and D services. You will receive a notice from HealthPartners that includes important information about the Medicare Supplement Plan. Please review the information carefully. You do not need to do anything to be automatically enrolled. However, you must contact and inform HealthPartners by November 30, 2012, if you do not wish to join (i.e., opt out of) the Medicare Supplement Plan.

When will I receive my new Medicare Supplement Plan ID card?

You will receive your new membership ID card in December. Please note, your new ID card will be used for both medical and prescription drug plan benefits.

What happens if I do not wish to join the Medicare Supplement Plan?

You will no longer be provided retiree medical benefits through the Duluth JPE Trust and your benefits under Plan 3A will be cancelled after December 31, 2012.

What happens if I am not enrolled in Medicare Parts A and/or B?

All Medicare-eligible members are required to be enrolled in Medicare Parts A and B. Please contact the local Social Security Administration office at (218) 727-1193 (toll free at 1-800-772-1213) or you can obtain information online at www.ssa.gov.

The only retiree health plan members permitted to opt out of the Medicare Supplement Plan offering and continue coverage under the current health plan are:

1. Retiree health plan members* with dual coverage (i.e., members covered as a subscriber and a dependent); **or**
2. Former City of Duluth employees* who:
   - Belonged to the PERA Basic Plan or PERA Fire and Police Plan **and**
   - Were exempt from paying the mandatory Medicare Tax **and**
   - Ineligible to obtain Medicare Part A through a spouse or former spouse

*All retiree health plan members are required to enroll in Medicare Part B upon initial eligibility

If you meet the above criteria, please contact the City of Duluth's Human Resources Office at (218) 730-5197, (218) 730-5198, or (218) 730-5204, immediately for assistance.

2013 Medicare Supplement Plan Premiums
Duluth Joint Powers Enterprise Trust

2013 Retiree Medicare Supplement Plan Monthly Health Plan Premiums	
	Monthly
Total Single Retiree Premium	**$240.00**
Total Family Retiree Premium (Retiree and Spouse over 65)	**$480.00**

Note – The percentage level of your share of the health care premium cost is not changing. For example, if you are responsible for 50% of the health care premium, your responsibility of the health care premium continues to be 50%. If your health care premium is fully subsidized, you will not be required to pay any part of the health care premium in 2013.

Duluth Joint Powers Enterprise Trust

HealthPartners Medicare Supplement Plan

Medical and Prescription Drug Plan Overview
Effective January 1, 2013

Deductible and Lifetime / Out-of-Pocket Maximums	
Lifetime Maximum	Unlimited
Annual Deductible (combined for outpatient services for illness and injury)	$250
Annual Out-of-Pocket Maximum (medical only)	$1,250

Benefit / Service within U.S.	HealthPartners Medicare Supplement Plan
Preventive Health Care	
Routine physical, eye and hearing exams	100% coverage, not subject to deductible
Immunizations	100% coverage, not subject to deductible
Hearing	100% coverage, not subject to deductible
Vision	100% coverage, not subject to deductible
Office Visits	
For illness or injury	80% coverage after deductible
Chiropractic care	80% coverage after deductible
Mental health care	80% coverage after deductible
Podiatry	80% coverage after deductible
Inpatient Hospital Care	
For illness or injury	$50 copay, not subject to deductible
Mental health care	$50 copay, not subject to deductible
Chemical health care	$50 copay, not subject to deductible
Skilled nursing facility	100% coverage
Emergency Care	
Emergency room	80% coverage not subject to deductible
Urgently needed care	80% coverage after deductible
Ambulance	80% coverage not subject to deductible
Outpatient Medical Services and Supplies	
Physical / occupational therapy	80% coverage after deductible
Speech / language therapy	80% coverage after deductible
Durable medical equipment	80% coverage not subject to deductible
Prosthetics	80% coverage not subject to deductible
Diabetes self-monitoring training, nutrition therapy	100% coverage
Diabetes supplies	80% coverage not subject to deductible
Diagnostic tests, radiology, lab services	80% coverage not subject to deductible

Benefit / Service within U.S.	HealthPartners Medicare Supplement Plan
Drug Benefit, Retail Summary	
Generic drugs	**$0 copay**
Preferred brand drugs	**$15 copay**
Non-preferred brand drugs	**$30 copay**
Specialty drugs	**$30 copay**

HealthPartners is a health plan with a Medicare contract.

The benefit information provided herein is a brief summary, not a comprehensive description of benefits. For more information refer to your Summary of Benefits, Evidence of Coverage, or call Member Services at (952) 883-7979 or 1-800-233-9645. Benefits, formulary, pharmacy network, premiums, and/or copayments may change on January 1, 2014.

You may be able to get Extra Help to pay for your prescription drug premiums and costs. To see if you qualify for Extra Help, call:

- Medicare: 1-800-MEDICARE (1-800-633-4227); TTY: 1-877-486-2048
  24 hours a day, 7 days a week
- The Social Security Office: 1-800-772-1213; TTY: 1-800-325-0778.
  Monday through Friday, 7:00 a.m. to 7:00 p.m.
- Or your Medicaid Office.

2013 Dental Plan Premiums*

You may select either Low or High Option dental benefits. The dental option may be changed each year only during Open Enrollment. Dependent coverage may be changed during the year within 31 days of a qualifying "Family Status Change". Participants electing Family or Single + One dental coverage shall maintain such coverage for not less than two (2) consecutive years.

Dental Plan Monthly Premium ***Low Option ($1,000 Annual Benefit)***		
Coverage	**Early Retirees (under 65)**	**Retirees 65 and over**
Single	$ 32.00	$32.64
Single + One	$ 65.00	$66.30
Family	$ 106.00	$108.12

Dental Plan Monthly Premium ***High Option ($2,000 Annual Benefit)***		
Coverage	**Early Retirees (under 65)**	**Retirees 65 and over**
Single	$ 73.00	$74.46
Single + One	$ 122.00	$124.44
Family	$ 219.00	$223.38

***Please remember, if you are not currently enrolled or if you cancel dental coverage, you will not be given the opportunity to re-enroll in the dental plan at a later date.**

Duluth Joint Powers Enterprise Trust
Dental Plan Summary of Benefits
Administered through Delta Dental Plan of Minnesota
January 1, 2013

You may choose any eligible provider of dental services for the care you need. The Plan may pay higher benefits if you choose a Delta Dental participating provider.

Additional Dental Plan Network Savings!
The maximum fee allowed by the Delta Dental PPO is lower than the maximum fee allowed by Delta Premier or by out-of-network providers. No matter which dental plan option you enroll in, in addition to the Delta Premier network, you now have the Delta Dental PPO network to choose from and receive deeper network savings!

Delta Dental PPO and Delta Premier Providers (In-Network)
When you choose a Delta Dental PPO network provider, you receive the highest level of benefits. If you choose a Delta Premier network provider, you still receive a higher level of benefits as compared to an out-of-network provider. Both Delta Dental PPO and Delta Premier providers will send your claims directly to Delta Dental. For a list of participating providers, call Delta Dental at 1-800-553-9536 or visit their website at www.deltadental.org.

Out-of-Network Providers
If you decide to utilize an out-of-network provider, you may incur more out-of-pocket expense. Members are responsible for paying any amount charged by out-of-network providers in excess of the "Allowed Amount" that the in-network provider has agreed to accept as full payment for a covered service at the time your claim is processed. Additionally, you are responsible for submitting your own claim and reimbursing your provider directly.

Service & Description	Delta Dental PPO & Delta Premier	Out-of-Network Providers
Diagnostic & Preventive Services Exams and cleanings, x-rays, fluoride treatments, space maintainers	100%	100%
Basic Services Emergency treatment for relief of pain, sealants, amalgam restorations (silver fillings) and composite resin restorations (white fillings) on anterior (front) teeth	80%	80%
Endodontics Pulpotomies on primary teeth for dependent children, root canal therapy on permanent teeth	80%	80%
Periodontics Surgical/nonsurgical periodontics	80%	80%
Oral Surgery Surgical/nonsurgical extractions, all other oral surgery	80%	80%
Major Restorative Crowns and composite resin restorations (white fillings) on posterior (back) teeth	80%	80%
Prosthetic Repairs and Adjustments Denture adjustments and repairs, bridge repair	50%	50%
Prosthetics Dentures – full and partial, bridges	50%	50%
Deductible	NONE	NONE
Calendar Year Benefit Plan Maximum - Low Option	$1,000	$1,000
Calendar Year Benefit Plan Maximum - High Option	$2,000	$2,000

This is a benefit summary only and does not outline all of your benefits. If there is a discrepancy between information in this summary and the Plan Document, the Plan Document will take precedence in determining your benefits.

Contact Information

Vendor	Contact Information
HealthPartners* Customer service representatives are available to answer general and individual specific questions regarding: - Health plan benefits (e.g., general information regarding plan deductible, coinsurance, annual out-of-pocket maximums, lifetime maximums, allowable services, general exclusions, etc.) - Claims (e.g., for an explanation of deductibles or out-of-pocket expenses incurred, claims filing or payment, etc.) - Benefit coordination (e.g., Medicare or other group insurance, subrogation, etc.) - Network providers (e.g., identifying in-network vs. out-of-network providers/clinics/hospitals or chiropractors)	Toll-Free: 1-800-233-9645 (952) 883-7979 TTY Users: 1-800-443-0156 (952) 883-6060
Delta Dental Plan of Minnesota* Customer service representatives are available to answer general and individual specific questions regarding: - Dental plan benefits (e.g., general information regarding coinsurance, annual benefit amounts, allowable services, general exclusions, etc.) - Claims (e.g., for an explanation of out-of-pocket expenses incurred, claims filing or payment, etc.) - Benefit coordination (e.g., other group insurance) - Network providers (e.g., identifying in-network vs. out-of-network providers)	Toll-Free: 1-800-553-9536 (651) 406-5916 www.deltadentalmn.org
*Please have your group and member identification numbers available to facilitate discussions with the customer service representative.	
Additional Contact Numbers	
Social Security Administration / Medicare Contact for further information regarding eligibility and enrollment - If you have not worked enough quarters to qualify for Medicare Part A, please call the Retiree Transition Hotline at 1-877-635-9314 for further instructions.	Toll-Free: 1-800-772-1213 (218) 727-1193 www.ssa.gov
Human Resources Office	(218) 730-5210 www.duluthmn.gov/employment

How can I get more information about Open Enrollment?

Retiree Open Enrollment Meeting

Representatives from HealthPartners and CBIZ will be in attendance during the Retiree Open Enrollment Meeting to answer your questions. Human Resources representatives will also be available to assist with questions or completion of your Benefits Enrollment Form.

Date	Time	Location
Wednesday, November 14, 2012	**12:30 – 2:00 p.m.**	**DECC - Gooseberry Falls Room 3 (City Side Convention Center)**
Free Parking will be available. **Please use Entrance B** Stay on the ground floor and follow the posted signs to direct you to the designated location.		

Contact a Human Resources Representative

Staff in the Human Resources Office are trained to answer your questions and help you with Open Enrollment procedures.

- Human Resources (218) 730-5197, (218) 730-5198, or (218) 730-5204
- Human Resources Retiree Line (218) 730-5888
- Human Resources Email HRinformation@duluthmn.gov

City of Duluth Website - Human Resources Webpage

A variety of information is available at the City of Duluth Human Resources webpage under *Retiree Health Care Information*, www.duluthmn.gov/employment/retiree_health_care

Important Dates and Information

- **November 13 – November 26, 2012:** City of Duluth Retiree Open Enrollment Period
- **November 26, 2012:** Deadline for submitting Benefits Enrollment Form for 2013 Open Enrollment
- **Late-December 2012:** Watch for your new ID card, which will be mailed directly to your home
- **January 1, 2013:** Open Enrollment elections and plan changes take effect
- **Late-January / Early-February 2013:** A Benefit Confirmation Statement will be mailed to your home. Please review for accuracy and report any corrections within 10 business days.

2013 Official Notices

(Open Enrollment Period for 2013 Benefits)

1. **Medicare D Annual Notice**
2. **Federal Health Care Reform Notices**
3. **HIPAA Notice of Privacy Practices**
4. **CHIPRA Annual Notice (Premium Assistance)**
5. **ERRP (Early Retiree Reinsurance Program)**
6. **The Federal Mental Health Parity Act**

THE CITY OF DULUTH MINNESOTA

If you (and/or your dependents) have Medicare or will become eligible for Medicare in the next 12 months, a Federal law gives you more choices about your prescription drug coverage.

Please see next page for more details.

MEDICARE PART D PRESCRIPTION COVERAGE

IF YOU OR ANY OF YOUR COVERED FAMILY MEMBERS ARE NOT MEDICARE ELIGIBLE, PLEASE DISREGARD THIS NOTICE

However, in determining if you should consider purchasing a Medicare prescription drug plan, you should first look at your medical insurance coverage.

If that coverage is expected to pay out as much or more than the standard Medicare prescription drug program, you will have creditable coverage and will not be penalized if you choose not to enroll in Medicare prescription drug plan at this time and circumstances change and you later want to enroll.

The Duluth Joint Powers Enterprise Trust's Comprehensive Hospital-Medical Benefit Plan 3A is considered creditable, which means they are expected to pay out as much or more than the standard Medicare prescription drug program.

IMPORTANT NOTICE ABOUT YOUR PRESCRIPTION DRUG COVERAGE AND MEDICARE

IF YOU OR ANY OF YOUR COVERED FAMILY MEMBERS ARE NOT MEDICARE ELIGIBLE, PLEASE DISREGARD THIS NOTICE

If you or a covered dependent has Medicare Part A and/or B (or will be eligible within the next 12 months) you will want to read this notice carefully about your current Prescription Drug Coverage and Medicare. **If not, you can disregard this notice.**

NOTE: The Centers for Medicare and Medicaid Services (CMS) regulations require us to provide this notification to all individuals with prescription drug coverage who are eligible for Medicare. You are receiving this letter because we don't know if you, or a covered family member, are entitled to Medicare or not. Medicare entitlement includes individuals who qualify for Medicare because of a disability or end-stage renal disease (ESRD), as well as individuals who are over age 65.

PLEASE READ THIS ENTIRE NOTICE CAREFULLY AND KEEP IT WHERE YOU CAN FIND IT.

This notice has information about your current prescription drug coverage through the Duluth JPE Trust's Comprehensive Hospital-Medical Benefit Plan 3A and the new prescription drug coverage available January 1, 2006, for people with Medicare. The following health plan options are covered under this notice: **Duluth Joint Powers Enterprise Trust's Comprehensive Hospital-Medical Benefit Plan 3A**. This notice also tells you where to find more information to help you make decisions about your prescription drug coverage.

1. In 2006, Medicare prescription drug coverage became available to everyone with Medicare. All Medicare prescription drug plans will provide at least a standard level of coverage set by Medicare. Some plans might also offer more coverage for a higher monthly premium.
2. ClearScript and NPS have determined that the prescription drug coverage offered under the Plan 3A are **creditable**, which means on average for all plan participants, **it is** expected to cover at least as much as the standard Medicare prescription drug coverage (Medicare Part D).
3. Read this notice carefully – it explains the options you have under Medicare prescription drug coverage, and can help you decide whether or not you want to enroll.

Because your existing coverage is on average at least as good as standard Medicare prescription drug coverage, you can keep this coverage and not pay extra if you later decide to enroll in Medicare coverage.

You can join a Medicare drug plan when you first become eligible for Medicare and each year from November 15th through December 31st. This may mean that you may have to wait to join a Medicare drug plan and that you may pay a higher premium (a penalty) if you join later. You may pay that higher premium (a penalty) as long as you have Medicare prescription drug coverage. However, if you lose creditable prescription drug coverage, through no fault of your own, you will be eligible for a sixty (60) day Special Enrollment Period (SEP) because you lost creditable coverage to join a Part D plan. *In addition, if you lose or decide to leave employer sponsored coverage; you will be eligible to join a Part D plan at that time using an Employer Group Special Enrollment Period.* You should compare your current coverage, including which drugs are covered at what cost, with the coverage and costs of the plans offering Medicare prescription drug coverage in your area.

IMPORTANT NOTICE ABOUT YOUR PRESCRIPTION DRUG COVERAGE AND MEDICARE *(continued)*

If you decide to join a Medicare drug plan and continue your Duluth Joint Powers Enterprise Trust's prescription drug coverage, your coverage will not be affected.

If you do decide to join a Medicare drug plan and drop your Duluth Joint Powers Enterprise Trust's prescription drug coverage, be aware that you and your dependents may not be able to get this coverage back.

You should also know that if you drop or lose your coverage with the City of Duluth and don't join a Medicare drug plan within 63 continuous days after your current coverage ends, you may pay a higher premium (a penalty) to join a Medicare drug plan later.

If you go 63 continuous days or longer without prescription drug coverage that's at least as good as Medicare's prescription drug coverage, your monthly premium may go up by at least 1% of the base beneficiary premium per month for every month that you did not have that coverage. For example, if you go nineteen months without coverage, your premium may consistently be at least 19% higher than the base beneficiary premium. You may have to pay this higher premium (a penalty) as long as you have Medicare prescription drug coverage. In addition, you may have to wait until the following November to join.

For more information about this notice or your current prescription drug coverage…

Contact the City of Duluth Human Resources Office at (218) 730-5198 or (218) 730-5197. NOTE: You may receive this notice annually and at other times in the future such as before the next period you can enroll in Medicare prescription drug coverage, and if this coverage changes. You also may request a copy.

For more information about your options under Medicare prescription drug coverage…

More detailed information about Medicare plans that offer prescription drug coverage is available in the "Medicare & You" handbook. You should receive a copy of the handbook in the mail from Medicare. You may also be contacted directly by Medicare prescription drug plans. You can also get more information about Medicare prescription drug plans from these places:

- Visit www.medicare.gov for personalized help or to get a copy of the "Medicare & You" handbook;
- Call your State Health Insurance Assistance Program (see your copy of the "Medicare & You" handbook for their telephone number); or
- Call 1-800-MEDICARE (1-800-633-4227). TTY users should call 1-877-486-2048.

For people with limited income and resources, extra help paying for a Medicare prescription drug plan is available. Information about this extra help is available from the Social Security Administration (SSA). For more information about this extra help, visit SSA online at www.socialsecurity.gov or call them at 1-800-772-1213 (TTY 1-800-325-0778).

Remember: Keep this notice. If you enroll in one of the Medicare prescription drug plans, you may need to give a copy of this notice when you join to show whether or not you have maintained creditable coverage and whether or not you are required to pay a higher premium amount.

Date:	November 2012
Name of Entity/Sender:	City of Duluth
Contact - Position/Office:	Human Resources
Address:	411 W. First Street, 313 City Hall, Duluth, MN 55802
Phone:	(218) 730-5198 or (218) 730-5197

ORGANIZED HEALTH CARE ARRANGEMENT
NOTICE OF PRIVACY PRACTICES

Effective: January 1, 2011

This notice describes how medical information about you may be used and disclosed and how you can get access to this information. Please review it carefully.

As required by the Health Insurance Portability and Accountability Act, this notice describes the medical information practices of the City of Duluth's Organized Health Care Arrangement (OHCA) and that of any third party that assists in the administration of OHCA Plan claims.

For purposes of HIPAA and this notice, the OHCA includes the following plans:

- Duluth Joint Powers Enterprise Trust Group Health Plan
- Duluth Joint Powers Enterprise Trust Group Dental Plan
- Duluth Joint Powers Enterprise Trust Medical Flexible Spending Account Program
- Duluth Joint Powers Enterprise Trust Employee Assistance Program

We understand that medical information about you and your health is personal. We are committed to protecting medical information about you. This notice applies to the applicable medical information maintained by any of the OHCA plans noted above and which is considered protected health information (PHI). Your personal doctor or health care provider may have different policies or notices regarding the doctor's use and disclosure of your medical information created in the doctor's office or clinic. If there is a breach of your PHI we shall notify you immediately upon discovery of such breach pursuant to the Health Information Technology for Economic and Clinical Health Act (HITECH).

How We May Use and Disclose Medical Information About You
We may use and disclose any applicable medical information obtained through administration of any of the above noted OHCA plans, for each of the following purposes:

- Treatment means providing, coordinating, or managing health care and related services by one or more health care providers. An example of this would include case management.
- Payment means such activities as obtaining reimbursement for services, confirming coverage, billing or collection activities, and utilization review. An example of this would be adjudicating a claim and reimbursing you for a medical bill submitted under your medical reimbursement account.
- Health Care Operations include the business aspects of running our health plan, such as conducting quality assessment and improvement activities, auditing functions, cost-management analysis, and customer service. An example would be an internal quality assessment review.
- Required by Law means we will disclose medical information about you when required to do so by federal, state or local law. An example would be when required by a court order or subpoena.

We may also create and distribute de-identified health information by removing all references to individually identifiable information.

We may contact you to provide information about treatment alternatives or other health-related benefits and services that may be of interest to you.

Any other uses and disclosures will be made only with your written authorization. You may revoke such authorization in writing and we are required to honor and abide by that written request, except to the extent that we have already taken actions relying on your authorization.

Your Rights Regarding Medical Information About You
You have the following rights with respect to your protected health information (PHI), which you can exercise by presenting a written request to the HIPAA Privacy Officer:

- The right to request restrictions on certain uses and disclosures of protected health information, including those related to disclosures to family members, other relatives, close personal friends, or any other person identified by you. We are, however, not required to agree to a requested restriction. If we do agree to a restriction, we must abide by it unless you agree in writing to remove it.
- The right to reasonable requests to receive confidential communications of protected health information from us by alternative means or at alternative locations.
- The right to inspect and copy your protected health information. We may charge a fee for the costs of copying and mailing. We also may deny your request in certain very limited situations, and will provide you with an opportunity to request a review of the denial.
- The right to amend your protected health information. We may however, deny your request in certain limited situations.
- The right to receive an accounting of non-routine disclosures of protected health information.
- We have the obligation to notify you of the availability of this notice and you have the right to obtain a written copy of it from us every three years. You may also obtain a copy of this notice at any time from the City's Human Resources website.

We are required by law to maintain the privacy of your protected health information and to provide you with notice of our legal duties and privacy practices with respect to protected health information.

Changes to this Notice
We are required to abide by the terms of the Notice of Privacy Practices currently in effect. We reserve the right to change the terms of our Notice of Privacy Practices and to make the new notice provisions effective for all protected health information that we maintain. We will post the revised notice on the City's Human Resources website and you may also request a written copy of the revised Notice of Privacy Practices.

Complaints
You have recourse if you feel that your privacy protections have been violated. You have the right to file a formal, written complaint with our HIPAA Privacy Officer or with the Department of Health and Human Services, Office of Civil Rights, about violations of the provisions of this notice or the policies and procedures of our office. We will not retaliate against you for filing a complaint.

HIPAA Privacy Officer Contact Information:
Steven Hanke, City of Duluth, 411 W. First Street, City Hall, Duluth, MN 55802, (218) 730-5271.

CHIPRA NOTICE

Medicaid and the Children's Health Insurance Program (CHIP) Offer Free Or Low-Cost Health Coverage To Children And Families

If you are eligible for health coverage from your employer, but are unable to afford the premiums, some States have premium assistance programs that can help pay for coverage. These States use funds from their Medicaid or CHIP programs to help people who are eligible for employer-sponsored health coverage, but need assistance in paying their health premiums.

If you or your dependents are already enrolled in Medicaid or CHIP and you live in a State listed below, you can contact your State Medicaid or CHIP office to find out if premium assistance is available.

If you or your dependents are NOT currently enrolled in Medicaid or CHIP, and you think you or any of your dependents might be eligible for either of these programs, you can contact your State Medicaid or CHIP office or dial **1-877-KIDS NOW (1-877-543-7669)** or **www.insurekidsnow.gov** to find out how to apply. If you qualify, you can ask the State if it has a program that might help you pay the premiums for an employer-sponsored plan.

Once it is determined that you or your dependents are eligible for premium assistance under Medicaid or CHIP, your employer's health plan is required to permit you and your dependents to enroll in the plan – as long as you and your dependents are eligible, but not already enrolled in the employer's plan. This is called a "special enrollment" opportunity, and **you must request coverage within 60 days of being determined eligible for premium assistance**.

If you live in one of the following States, you may be eligible for assistance paying your employer health plan premiums. The following list is current as of November 1, 2012. You should contact your State for further information on eligibility

MINNESOTA – Medicaid	**WISCONSIN** – Medicaid
Website: **www.dhs.state.mn.us** *Click on Health Care, then Medical Assistance* Phone (Outside of Twin Cities area): 1-800-657-3739 Phone (Twin Cities area): (651) 431-2670	Website: **www.dhs.wisconsin.gov/medicaid** Phone: 1-800-362-3002

To see if any more States have added a premium assistance program since November 1, 2012, or for more information on special enrollment rights, you can contact either:

U.S. Department of Labor
Employee Benefits Security Administration
www.dol.gov/ebsa
1-866-444-EBSA (3272)

U.S. Department of Health & Human Services
Centers for Medicare & Medicaid Services
www.cms.hhs.gov
1-877-267-2323, Ext. 61565

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NOTICE ABOUT THE EARLY RETIREE REINSURANCE PROGRAM

You are a plan participant, or are being offered the opportunity to enroll as a plan participant, in an employment-based health plan that is certified for participation in the Early Retiree Reinsurance Program. The Early Retiree Reinsurance Program is a Federal program that was established under the Affordable Care Act. Under the Early Retiree Reinsurance Program, the Federal government reimburses a plan sponsor of an employment-based health plan for some of the costs of health care benefits paid on behalf of, or by, early retirees and certain family members of early retirees participating in the employment-based plan. By law, the program expires on January 1, 2014.

Under the Early Retiree Reinsurance Program, your plan sponsor may choose to use any reimbursements it receives from this program to reduce or offset increases in plan participants' premium contributions, co-payments, deductibles, co-insurance, or other out-of-pocket costs. If the plan sponsor chooses to use the Early Retiree Reinsurance Program reimbursements in this way, you, as a plan participant, may experience changes that may be advantageous to you, in your health plan coverage terms and conditions, for so long as the reimbursements under this program are available and this plan sponsor chooses to use the reimbursements for this purpose. A plan sponsor may also use the Early Retiree Reinsurance Program reimbursements to reduce or offset increases in its own costs for maintaining your health benefits coverage, which may increase the likelihood that it will continue to offer health benefits coverage to its retirees and employees and their families.

If you have received this notice by email, you are responsible for providing a copy of this notice to your family members who are participants in this plan.

THE FEDERAL MENTAL HEALTH PARITY ACT

The Federal Mental Health Parity Act was signed into law on Oct. 3, 2008 (the "2008 Act"), as part of the recently enacted economic recovery package (Sections 511 and 512 of HR 1424, PL 110-343). The new law, which amends ERISA, the Internal Revenue Code and the Public Health Service Act, requires insured and self-insured plans to provide "parity" between the financial requirements and treatment limitations applied to: (a.) mental health and substance use disorder benefits; and (b.) medical and/or surgical benefits.

This requirement will take effect for most plans on the first day of their plan year which begins or renews on or after Oct. 3, 2009.

NEW REQUIREMENTS

- The new law does not allow either more restrictive or separate financial requirements for mental health and substance use disorder coverage. It specifically defines the 'financial requirements' that must be in parity as:
    1) Deductibles
    2) Co-payments
    3) Co-insurance
    4) Out-of-pocket expenses
- However, a plan may still have an aggregate lifetime limit and an aggregate annual limit that is applied to both medical and mental health and substance use disorder benefits.
- The law prohibits treatment limits on mental health and substance use disorder benefits that are more restrictive than those of medical/surgical benefits. The law specifically requires the following limitations to be in parity:
    1) Limits on frequency of treatment
    2) Limits on number of visits
    3) Limits on number of days of coverage
    4) Other similar limits on the scope or duration of coverage
- The law requires an explanation of a denial of benefits for mental health and substance use disorder treatment (if requested)
- The law also requires out-of-network (OON) coverage for mental health and substance use disorder treatment if OON coverage is available for medical/surgical benefits
- Employers who have behavioral health benefit limits or cost-sharing requirements will need to review those restrictions against their medical benefits coverage in order to assess whether they meet federal parity requirements of the 2008 Act and, if not, to determine what adjustments need to be made to your plan design to achieve compliance. This review will need to be completed well in advance of the effective date stated above.
- Under the new law, employers can choose which mental health and substance use diagnoses they want to cover. The parity requirements will apply to all diagnoses the employer chooses to cover (subject to applicable state law mandates; many states currently have limits on specific diagnoses such as autism, for example). An employer can not choose to cover some diagnoses at parity and others not at parity.

COMPLAINTS AND QUESTIONS

If you have questions about your HIPAA privacy rights or if you believe your rights have been violated, you may contact the City's Human Resources Office or you may file a complaint with the Department of Health and Human Services. You will not be penalized for filing a complaint.